

**EMERGENCY MANAGEMENT ADVISORY COUNCIL**  
**REGULAR MEETING**  
**JULY 12, 2005**

The Emergency Management Advisory Council held its regular meeting on Tuesday, July 12, 2005 at 8:10 A.M. in the Tippecanoe Room in the County Office Building. Advisory Council Members present were: Chairman Jimmy Kesterson, Mike Kyger, John Withers, Dave Reagan, Councilmember Ron Fruitt and Commissioner Ruth Shedd. Also present: Secretary Pauline Rohr. (Advisory Council Members Nathan Miller, Dan Marvin, Garry Smith, and Dave Reagan were absent.)

Chairman Kesterson called the meeting to order.

**APPROVAL OF MINUTES**

- Commissioner Shedd moved to approve the minutes of the June 14, 2005 Meeting as distributed, seconded by Mr. Kyger; motion carried.

**CHAIRMAN'S COMMENTS**

Chairman Kesterson wondered how the County responds when the security level is raised as it was following the recent bombing in London. He thinks TEMA should develop a unified plan to give direction to industries, schools, and the private sector. Mr. Withers responded that the heads of all the police departments and Director Kirby met last week to discuss the situation and whether they should do anything different than they have been so that all would give the same message. He said he believes protocol for such an occasion is written into the County's Emergency Operations Plan. He reported that, after the meeting, Director Kirby met the head of GLPTC (Greater Lafayette Public Transportation Corp.).

→ Director Mark Kirby entered the meeting.

Chairman Kesterson said the volunteers also need direction on how to respond during a heightened security level. He asked if the County has its own threat level. Director Kirby responded that we usually follow the Federal level. Chairman Kesterson thought we should assign our own threat level for local incidents such as when the Courthouse was bombed.

**DIRECTOR'S COMMENTS**

**Scott Air Masks**

At the January 11, 2005 meeting, Director Kirby reported notification from SEMA that the Scott air masks purchased with grant money for the Counter Terrorism Response Kits should be returned to Scott for a refund because they were purchased illegally based on the stipulations of the grant. However, in a letter dated May 3, 2004 from Andrew O'Leary, State Grants' Director to Porter County EMA, Mr. O'Leary states that Scotts has received or is in the process of receiving CBRNE certification and Porter County is free to purchase them. After receiving no direction from the State, Director Kirby asked Attorney Luhman to inform the State of TEMA's intent to distribute the masks unless the State responds to the contrary within a certain number of days.

**Homeland Security Grant Monies**

The State Homeland Security Agency is dissatisfied with the way Homeland Security Grant monies were originally distributed and is asking counties to return unspent monies even though the grant has not expired. If the monies are already committed, the State says the county will receive a check when billed for the purchase. Director Kirby said he fears the State may not pay us the full amount if we return monies that are approximately 98.5% committed.

Commissioner Shedd said the County is reluctant to return the money and observed that the State is trying to penalize counties for their error in the method of disbursement.

Director Kirby announced he plans to attend an EMAI (Emergency Management Agency of Indiana) meeting at Grissom Air Force Base on July 20<sup>th</sup> during which this issue will be discussed. He expects to have more information by the next Advisory Council meeting.

### **Policy: Operation of TEMA Vehicles**

Director Kirby distributed the following policy and procedure regarding the operation of TEMA's vehicles. He said he and Deputy Director Batta will evaluate if a volunteer is a safe driver.

#### **Policy:**

A person must possess a valid Operators License issued by one of the fifty United States in order to drive or operate any vehicle which is utilized by TEMA and/or owned by Tippecanoe County. Such person must also demonstrate the ability to operate said vehicles in a safe and proficient manner.

#### **Procedure:**

Effective August 1, 2005 TEMA volunteers or any other person operating in concert with TEMA must possess a valid Operator's type Driver's License issued by one of the fifty United States of America before being allowed to operate in any fashion a vehicle under the control of TEMA or owned by Tippecanoe County Indiana. That person also must consistently demonstrate the ability to operate the vehicle safely and in a way where there is a minimal likelihood of causing damage to property or injury to person.

Failure to abide by this policy will result in the suspension of a TEMA volunteer or the separation of any other person in violation.

### **4-H Fair**

- If the Mobile Command vehicle arrives this Friday as promised, it will be on display at the 4-H Fair with other TEMA equipment.
- The volunteers will work July 16 – 23. The new directional signs and vests should make their job easier.
- The Citizen Corp will have a display and distribute brochures.

### **TEMA Equipment**

Director Kirby reported receiving requests from various organizations to use TEMA (County-owned) equipment for their events. Specifically, the organizers of Dancing in the Streets requested 25 radios but he said he is hesitant to loan radios that operate on public safety frequencies. If these groups need radios, he said Ra-Comm rents them for \$10 per day.

Chairman Kesterson said his initial reaction is that TEMA's emergency equipment, specifically radios, should not be loaned for non-emergency use since there is the possibility an emergency will arise and TEMA will not have the equipment it needs. He said there is the question of liability if the equipment is lost or broken.

- Commissioner Shedd moved to establish the policy that no TEMA equipment will be loaned to non-emergency organizations without prior approval of the Director and the Advisory Council, seconded by Mr. Kyger; motion carried.

As an exception, Chairman Kesterson said he thinks it reasonable for TEMA to loan equipment to other emergency services because TEMA exists as a back-up agency. As an example, he cited the loan of a generator to one of the hospitals. He asked the Director to develop a written policy regarding the loan of TEMA's equipment.

## **2006 Budget**

Director Kirby said he requested increases in Supplies and Maintenance line items for 2006.

## **Budget Summary**

The Budget Summary through June 30, 2005 shows the Siren Repair line item is 99% spent.

## **Siren Test**

All (71) sirens activated during the test held Saturday, July 2, 2005.

## ***VOLUNTEER COMMITTEE: Mike Kyger, Chairman***

Mr. Kyger reported they are drafting SOPs (Standard Operating Procedures) that will be submitted to the Director for his input and then to the Advisory Council for approval. He said one member of the committee is a volunteer.

## ***HAZ-MAT TEAM REPORT: Deputy Director Tim Batta***

Mr. Batta reported no responses. He said they have an excellent working relationship with fire departments in the County, especially Lafayette and Purdue.

→ Attorney David W. Luhman entered the meeting.

## ***NEW ADVISORY COUNCIL MEMBERS***

Commissioner Shedd announced that Councilmember Ron Fruitt is replacing Councilmember Kevin Underwood on the Advisory Council following a switch in their County Council assignments. Councilmember Fruitt said he had a conflict of interest and could no longer serve on the TERF Board.

Commissioner Shedd also announced that Carol Shelby will be appointed as Purdue University's representative on the Advisory Council at the Commissioners' Meeting on the 18<sup>th</sup>.

Director Kirby announced that, due to scheduled training, he will be absent from the August and September meetings but Deputy Director Batta will fill in for him.

## **Homeland Security Grant Monies (continued)**

Chairman Kesterson asked Attorney Luhman's opinion on the State's request for the return of grant monies to the State. Attorney Luhman said he discussed this with Director Kirby and the Grant Coordinator, Christine Chapman and thinks we have to look at this as a request from the State to modify the grant by asking to hold unexpended monies until the County has a use. He thinks we can determine the amount of unexpended or uncommitted monies and return to the State to hold if they will disperse to us the amount we need within approximately 16 days upon request.

### ***NEXT MEETING***

The next meeting of the TEMA Advisory Council will be held at 8:00 A.M., Tuesday, August 9, 2005 in the Tippecanoe Room in the County Office Building.

### ***ADJOURNMENT***

- Commissioner Shedd moved to adjourn, seconded by Councilmember Fruitt; motion carried.

Robert A. Plantenga, Auditor